

# Edlund Company LLC.

## Job Description

**Job Title:** Production Supervisor  
**Department:** Production  
**Reports To:** Director of Operations  
**FLSA Status:** Exempt

Edlund Company, an OEM manufacturer of commercial restaurant equipment is committed to providing cost-effective solutions, outstanding quality, and value-added equipment that meets the ever-changing needs in the global foodservice marketplace.

### SUMMARY

Under the general supervision of the Director of Operations performs a wide range of complex activities including supervision and direction of Production personnel, administrative functions related to daily production, and scheduling of work flow. Provides necessary communication between production and office personnel in order to ensure timely delivery of product. Advises and assists in planning, policy and operational matters as applied to the business goals and objectives.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Supervise the daily work of production employees and team leaders.
- Coordinate, carry-out and monitor cross training activities in collaboration with other Production Supervisors.
- Conduct performance reviews and build development plans for all production employees.
- Coordinates daily cross departmental activities with managers and other supervisors.
- Monitors productivity and efficiency of hourly employees, adhering to the production plan.
- Recommends process and tooling changes or improvements to manufacturing engineering as applicable.
- Assists hourly employees in resolving production problems.
- Plans staffing needs to meet production schedules.
- Works closely with the Quality Coordinator to make sure all products are meeting the Quality guidelines

### SUPERVISORY RESPONSIBILITIES

- Directly supervises 20 - 40 employees.
- Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### OTHER NECESSARY FUNCTIONS

- Follows all policies, procedures, ergonomic standards and safety requirements directed by Edlund Company and the department.
- Excellent interpersonal / communication skills.
- Perform other duties as requested by management.
- Ability to get along with others, be punctual, and follow instruction.
- Ability to work flexible hours as needed.
- Ability to uphold Safety standards, participate in continuous process improvements on the job, and following our Manufacturing best practices.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write technical and business correspondence.

- Ability to effectively present information in one-on-one and small group situations to engineering team and/or employees.
- Ability to use basic mathematic calculations and arithmetic.
- Ability to perform these operations using units of U.S and international monetary, weight measurement, volume, and distance.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION and/or EXPERIENCE**

- Bachelor's degree or four to six years related experience and/or training; or equivalent combination of education and experience.
- Experience with Sheet Metal a plus.
- Experience with IQMS a plus.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

- Strong understand of LEAN Manufacturing

## **REQUIRED COMPETENCIES AND APITUDES:**

- Excellent project and time management skills.
- Excellent organizational and customer service skills.
- Ability to positively and comfortably handle and prioritize multiple tasks in a fast-paced environment with focused attention to detail.
- Self-motivated positive team player with ability to interact with individuals at all levels.
- Ability to make independent decisions in accordance with company policy.
- Strong analytical skills and the ability to propose positive business solutions to problems.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or government regulations.
- Ability to clearly and concisely report data via spreadsheets.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to keep accurate records.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to read and interpret manufacturing drawings, electrical schematics, bills of materials and work instructions.

## **TECHNICAL SKILLS:**

- Proficiency in Microsoft Office, especially Excel, Word and Outlook.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Occasionally required to sit type; use hands to finger, handle, or feel; and reach with hands and arms (67% - 100% of the workday).
- Frequently required to stand, walk, talk and hear.
- Occasionally must lift and/or move up to 25 pounds.
- Specific vision required includes close, peripheral, and distance vision, as well as color vision and depth perception.
- Ability to adjust focus.
- Occasionally exposed to moving mechanical parts.
- Occasionally exposed to wet and/or humid conditions as well as outside weather conditions.
- The noise level in the work environment is usually moderate.